



## GRADING POLICY

### Code Sections:

Section 10-2.702© of the Site Development Ordinance states that: "The amount of grading, excavation, or fill shall be the minimum necessary to accommodate proposed structures, unless grading is proposed to lower the profile of buildings." Section 10-2.703(a) requires: "Type II foundations – step-on-contour, daylight, pole foundations, or a combination thereof – shall be used on building sites with natural slopes in excess of fourteen percent (14%)."

### Intent:

The purpose of this policy is to outline desired criteria for grading which assure that construction retains the existing contours and basic landform of the site to the greatest extent feasible. It is also intended that the policy provide guidance for "stepping" structures down sloped hillsides, and emphasizes cut to lower the profile of structures over fill or foundation walls, which tend to raise the profile of the structure. While balanced cut and fill is desirable to minimize import or export of soil, to or from a site, it is recognized that the Town's policies and the guidelines below may encourage export as cut is generally preferred over fill.

These policies are intended to be used by staff in evaluation and making recommendations to the Planning Commission and/or City Council regarding site development applications, and as guidance for applicants. Individual sites may dictate a need to deviate from the criteria, to the extent permitted by the Planning Commission and/or City Council.

Policies:

1. Cuts and fills in excess of the following levels generally will be considered excessive and contrary to Town ordinances and policies to grade only to the minimum extent necessary to accommodate structures and to site structures consistent with slope contours, i.e., "step down" the hill\*:

	<u>Cut</u>	<u>Fill</u>
House	8'***	3'
Accessory Bldg.	4'	3'
Tennis Court	6'	3'
Pool	4'***	3'
Driveways	4'	3'
Other (decks, yards)	4'	3'

\* Combined depths of cut plus fill for development other than the main residence should be limited to 6 feet, except that for tennis courts cut plus fill may be permitted up to a maximum of 8 feet.

\*\* Excludes basements meeting Code definition.

\*\*\* Excludes excavation for pool.

2. The height of the lowest finished floor(s) of a structure should generally not be set in excess of three (3) feet above the existing grade, to assure that structures step with the slope.
3. Driveway cut may be increased up to a maximum of eight feet (8') for the portion of the driveway or backup area which is adjacent to a garage that has been lowered with a similar amount of cut.
4. Cut and/or fill for drainage shall be limited consistent with the guidelines set forth above for each type of structure, but shall be the minimum grading needed for drainage purposes, as determined by the City Engineer.

Approved by City Council: April 2, 1997



## TOWN OF LOS ALTOS HILLS GRADING MORATORIUM

Revised Date: September 29, 2008

### To Resident/Contractor:

The Grading Moratorium due to the onset of winter rains begins October 1, 2008. No grading is allowed in the Town of Los Altos Hills between October 15, 2008 and April 30, 2009, except under extraordinary and very controlled situations where prior approval of the City Engineer. All projects that have erosion control plans that have been approved by the Town and are currently under construction must conform to the following erosion and sediment control measures during this moratorium:

1. Erosion control measures shall conform with ABAG standards, Town standards, and the approval of the Town's Engineering Department; and they must be effective;
2. 125% of all materials necessary for the approved erosion control measures shall be in place by October 15, 2008;
3. In the event of rain, all grading work is to cease immediately and the site is to be sealed in accordance with the approved erosion control measures and plans;
4. Projects must have all exposed slopes and disturbed areas protected by one of the following measures or the combination of them: temporary seeding and mulching, permanent seeding and mulching, hydromulching-hydroseeding, erosion control blankets/geotextiles, and fiber rolls;
5. Additional erosion control measures may be required as determined by Town's Engineering Department or Building Officials;
6. Projects shall prevent any accumulation or deposit of dirt, mud, sand, rocks, gravel or debris on the surface of any street, alley or public place or in any public storm drain system.

**Failure to implement erosion control measures during periods of rainfall may result in a prohibition of any additional construction during the remainder of the grading moratorium.**

The Town's staff will be inspecting all project sites starting October 15, 2008, prior to, during and after the rainfall to ensure that the project sites meet the above conditions.

If you have any questions or concerns regarding construction practices during the Grading Moratorium, please do not hesitate to contact John Chau or Johnson Chung at (650) 941-7222.

Department of Public Works  
Town of Los Altos Hills

## TOWN OF LOS ALTOS HILLS

### RE: GRADING AND CONSTRUCTION OPERATION PLAN

Two copies of a grading and construction operation plan (24" x 36") shall be submitted by the property owner for review and approval by the City Engineer and Planning Director prior to acceptance of plans for building plan check.

The drawings should show locations of the following items.

1. **CONSTRUCTION TRAILER** - If a construction trailer is proposed, it shall be located outside of setbacks; 40 feet from the front property line and 30 feet from the rear or side property lines. If the trailer is proposed in the setbacks, the Planning Department must be informed so that the required public notification can be done.
2. **DEBRIS BOX** - A debris box shall be placed onsite for collection of construction debris. Arrangements must be made with the **GreenWaste Recovery, Inc.** for the debris box, since they have a franchise with the Town and no other hauler is allowed within the town limits. The debris box should be accessible from a paved or rock access road.
3. **PARKING AREA FOR CONSTRUCTION PERSONNEL** - All construction parking shall be located onsite.
4. **TRUCK TRAFFIC ISSUES** - The site shall have a temporary construction driveway of base rock, or alternate material approved by the Engineering Department, beginning at the edge of pavement and extending a minimum of 100 feet to reduce dust and mud tracking. Signs, delineators, and flag persons shall be available onsite if necessary. If an existing paved driveway maintained during construction, a temporary access will not be required. If the project site is located adjacent to a town pathway, the construction access shall be limited to a single driveway for safety purposes. The remaining frontage may require temporary construction fencing to restrict additional access points.
5. **SANITARY FACILITIES** - The temporary sanitary facilities shall be placed out of views of adjacent neighboring properties. The facilities shall be able to be accessed from a paved or rock road or driveway. The sanitary facilities may not be located in the public right of way.
6. **CLEAN-UP AREA** - When on-site cleaning of equipment is required for cement forms and trucks, paint brushes, plastering tools, and such, then a clean-up area must be specified and posted with a sign. This area must not be located beneath any tree's canopy or in any proposed planting area. Run off from the clean-up area can be contained by providing a temporary base of wood chips or other natural absorbent material to be disposed of off site.
7. **CONSTRUCTION MATERIALS STORAGE** - An area shall be designated onsite for the storage of construction materials. The storage area shall not be located within the driplines of any trees.

**Notes: (to be included on plan)**

- Water shall be available on site for dust control during all grading operations.
- Town work hours: (8:00 A.M - 5:30 P.M ) Monday - Saturday
- No hauling or heavy equipment permitted on Saturdays
- No work permitted on Sundays or Holidays